

Documents Required For Program Evaluation

for all months to be reviewed

Administrative Documents

- ☐ CACFP Agreement, Application, Management Plan, Facility Applications, Budgets, Free/Reduced Price Policy Statement, Annual Update
- ☐ CACFP Administrative Manual
- ☐ Current State License, or Alternate License documentation if approved by USOE (fire, health, and self-certification check list)

Claim Verification Records - records filed by month

- ☐ Menus
- ☐ Meal production records, both planned and amount actually prepared
- ☐ Daily point-of-service meal count records and totals
- ☐ Doctor statement of disability or medical need for meals served and claimed which do not meet the required meal pattern
- ☐ Attendance or sign in/out records for all children claimed
- ☐ Enrollment records for each child in care
- ☐ Income Eligibility Forms and sample of parent letter for each child enrolled and claimed as Free or Reduced Price; preferably filed in a binder, alphabetically according to Free or Reduced Price
- ☐ Master list of all enrolled children for each month reviewed (copies **for reviewer to keep**). Master list to include benefit category, IEF renewal date, ethnicity and race
- ☐ If for-profit, documentation of eligibility to claim with 25% of enrollment or license capacity (whichever is less) Free/Reduced Price or Title XX
- ☐ Current Food Service Contract and delivery/transportation records (if contracting for meals from an outside source)

Records Maintenance

- ☐ Proof of maintenance of CACFP documentation for previous three years (reviewer will request document(s) from prior year)
- ☐ Copies of claims and payment warrants

Training

- ☐ Dated agendas and sign-in sheets to document training of key staff on key CACFP topics—at least annually for existing staff; upon hire for new staff
- ☐ Proof of key personnel attendance at required USOE training/workshops

Civil Rights

- ☐ “And Justice for All” poster prominently displayed, Building for the Future and WIC flyers prominently displayed or supplied to parents upon child’s enrollment
- ☐ Racial and ethnic information collected and compiled at least annually

Financial - records filed by month

- ☐ Record of monthly Food Program expenses
- ☐ Dated, itemized receipts/invoices for all food & non-food Program purchases
- ☐ Documentation of staff hours and salary when participating in food service

Additional Sponsor Records

- ☐ Site monitoring documentation (three times a year for all institution types)
- ☐ 5-day claim reconciliation as part of each facility review
- ☐ Dated agendas and sign-in sheets to document CACFP key topic training of key staff in all facilities—at least annually for existing staff; upon hire for new